**[](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=Project+Management+Project+Closure+word+11340&lpa=Project+Management+Project+Closure+word+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT MANAGEMENT**

**PROJECT CLOSURE TEMPLATE**

PROJECT NAME

PROJECT CLOSEOUT REPORT

Shape, background pattern

Description automatically generated

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

# VERSION HISTORY

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

# PROJECT PARTICIPANTS AND RESPONSIBILITIES

| NAME | ROLE | RESPONSIBILITIES |
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# FINAL PROJECT SUMMARY

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## CONTENT SUMMARY

### 1.1.1 SCOPE

|  |
| --- |
| SCOPE |
|  |
| FINAL SCOPE |
|  |
| DESCRIPTION OF CHANGE |
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### 1.1.2 SCHEDULE

| INITIAL SCHEDULE with Key Milestone Dates | ACTUAL SCHEDULE with Key Milestone Dates | EXPLANATION OF VARIANCE |
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### 1.1.3 COSTS

| INITIAL BUDGET | ACTUAL BUDGET | EXPLANATION OF VARIANCE |
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### 1.1.4 PROJECT OUTCOMES

| INITIAL GOALS AND DELIVERABLES | ACTUAL GOALS AND DELIVERABLES | EXPLANATION OF VARIANCE |
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### 1.1.5 COMMUNICATION STRATEGY AND METHODS

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## 1.2 LESSONS LEARNED

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## 1.3 LEARNING OUTCOMES

Briefly summarize how the learning outcomes were met. Then, describe the outcomes in detail in each section below. If applicable, provide the relevant Appendix number for the reader to reference.

|  |  |
| --- | --- |
| OUTCOME  NAME |  |
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| OUTCOME  NAME |  |
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| OUTCOME  NAME |  |
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| OUTCOME  NAME |  |
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## 1.4 PROJECT PERFORMANCE SUMMARY

This section details how well the team communicated, collaborated, and performed tasks throughout the project.

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## 1.5 CRITICAL THINKING REVIEW

This section highlights the team’s approach to problem-solving in various situations throughout the project. Use the field below to outline specific examples and methods you used.

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## ADDITIONAL SUMMARY INFORMATION

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# FUTURE DIRECTIONS

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# ANNOTATED BIBLIOGRAPHY

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# APPENDICES

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| APPENDIX | ITEM | LOCATION |
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